

Rehnuma Mehnaz

Mirpur, Dhaka | 013-1115-4713 | rehnuma0698@gmail.com

Professional Summary

Dedicated and results-oriented professional with an academic background in Social Work and hands-on experience in administration and customer service. Recognized for strong communication, organizational, and problem-solving skills. Adaptable and motivated to excel in sales and administrative roles by contributing to organizational efficiency and customer satisfaction.

Core Skills

- Customer Service & Client Relations
- Sales Support & Product Promotion
- Administrative & Office Coordination
- Analytical and Problem-Solving Abilities
- Effective Communication & Presentation
- Time Management & Multitasking
- Proficient in MS Office (Word, Excel) & Internet Applications
- Languages: Fluent in Bangla and English

Education

Master of Social Work (MSW) — National University, Tejgaon College, Dhaka | 2024 | CGPA: 2.97

Bachelor of Social Science (BSS, Hons) — National University, Mirpur Girls' Ideal & Laboratory Institute | 2020 | CGPA: 2.77

Higher Secondary Certificate (H.S.C) — Dhaka Board, Humanities | 2016 | GPA: 2.92

Secondary School Certificate (S.S.C) — Dhaka Board, Business Studies | 2014 | GPA: 2.75

Professional Experience

Administrative Assistant (Intern/Volunteer)

- Supported day-to-day office operations including documentation and data entry.
- Handled client inquiries, front-desk support, and communication tasks.
- Assisted in preparing reports, organizing schedules, and maintaining records.
- Contributed to a collaborative work environment while meeting deadlines.

Hobbies & Interests

Reading, Traveling, Photography, Music, Exploring Social Media Trends